

Staff Permanent Lateral Reassignment: Helpful Ideas and Information

1. Use a Draft Position Description:

- Draft a Position Description:** Send a draft position description for the reassignment to the Compensation Manager, and contact the Compensation Manager to discuss the potential position changes, rationale, and effective dates. This must be done far enough in advance to allow for the following steps to be completed and for any advance written notice periods to be followed (see below).
- HR Review and Consultation:** The Compensation Manager will review the PD to determine the classification and minimum salary increase of the reassignment and set up a meeting with the requesting manager and HR Department Coordinator if the matter cannot be addressed on e-mail or if it appears additional analysis and consultation are required. This consultation will cover:
 - Employee Notification Requirements (See below)
 - Classification Change
 - Compensation Change
 - Timelines for Processing

2. Obtain VP Authorization: The final position description should be routed through appropriate divisional channels for review and approval with a memo to HR formally authorizing the reassignment. The memo should contain:

- The reason for the reassignment
- Effective date
- Indication of any other changes such as office location, bargaining unit lead (if applicable), management supervisor, etc.
- Vice President Approval signature

3. Verbal Notification/Discussion: Once the VP has authorized the reassignment, the employee can be verbally notified and presented with a copy of the position description to review and sign. Please send the signed position description to HR along with the VP's authorization. Please keep in mind the **notice period** and written information that must be provided to the employee (see below) before the effective date.

4. Employee Written Notification: Upon receiving the VP authorization memorandum and final position description, the Compensation Manager will develop a notification memorandum and present it to the employee for signature. The position description will be presented along with the memorandum if the employee has not already signed it. The memorandum must be received by James before the beginning of the notice period for the employee to receive advance written notice and a revised copy of the position description. If this is not possible, please contact James in advance to develop an alternative. Once the HR memorandum has been signed by the employee, a copy will be sent to the requesting manager and Divisional HR Management Coordinator for their records, and a copy will be processed through HR Records & Information for placement in the personnel file and for processing by Payroll Services.

5. Notice Requirements: Per the agreements, employees must receive a written notice of the reassignment and a copy of the position description a mandated number of days prior to the effective date of the reassignment (CSUEU: 7 days, APC: 14 days).

Please see the Staff Compensation Manual and applicable collective bargaining agreements for complete information.